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M E M O R A N D U M:

DATE: March 23, 1999

TO: ALL TRIAL COURT CHIEF JUDGES

FROM: John D. Ferry, Jr.

SUBJ: Administrative Memorandum 1999-03; Judicial Leave
Recordkeeping

The establishment of judicial leave standards by the Michigan Supreme Court by amendment of MCR 8.110 increases the importance of maintaining readily available records of judicial leave. Information regarding leave should be readily available to chief judges as a management information tool and for reporting if needed. As you know, MCR 8.110 requires that chief judges maintain records of judicial absences.

In order to assist chief judges in carrying out this responsibility, we have developed the attached model form for use in authorizing leave and maintaining a record of leave.

Many courts have systems in place to record leave usage. As long as those systems meet the courts' management needs and provide readily available records of leave, they may continue to be used.

cc: Chief Justice Elizabeth A. Weaver
Regional Administrators